



FILE WITH THE
NASSAU COUNTY DEPARTMENT OF ASSESSMENT
ATTN: ASIE COMPLIANCE
240 OLD COUNTRY ROAD, 4TH FLOOR
MINEOLA, NY 11501

ASIE - 2009 GENERAL
ANNUAL SURVEY OF
INCOME AND EXPENSE

SECTION A - PROPERTY IDENTIFICATION

1	LIST ONLY THE PRIMARY SECTION, BLOCK & LOT						OFFICE USE ONLY					
	SECTION		BLOCK		LOT							
2	PROPERTY ADDRESS											
	INCLUDE VILLAGE AND ZIP CODE											
3	MAILING ADDRESS CHANGE (ONLY IF YOU WISH TO CORRECT ADDRESS ON LETTER INSERT)											
4	YOU MAY CONSOLIDATE YOUR FILING BELOW FOR PROPERTIES THAT ARE <u>PHYSICALLY CONTIGUOUS AND/OR ADJACENT ONLY</u> . THESE MUST BE <u>COMMONLY OWNED AND OPERATED</u> . ANY FILING WHICH DOES NOT MEET THESE PARAMETERS WILL BE CONSIDERED NON-COMPLIANT.											
	SECTION		BLOCK		LOT		SECTION		BLOCK		LOT	
	SECTION		BLOCK		LOT		SECTION		BLOCK		LOT	
	SECTION		BLOCK		LOT		SECTION		BLOCK		LOT	

SECTION B - CONTACT INFORMATION

5	CONTACT PERSON						6	CONTACT PERSON'S RELATIONSHIP TO PROPERTY					
7	OWNER'S NAME						8	CONTACT'S DAYTIME TELEPHONE (REQUIRED)					
9	E-MAIL ADDRESS (REQUESTED)						10	FAX NUMBER					

SECTION C - FILING STATUS

IF YOU CAN CHECK ANY BOXES 11 THROUGH 14 YOU ARE REQUIRED TO FILE THE ASIE-GENERAL ONLY. CHECK THE APPROPRIATE BOX BELOW, COMPLETE THIS FORM ONLY, SIGN ON THE REVERSE AND RETURN. FILE THE BLUE FORM ONLY.

11	<input type="checkbox"/> Properties that are 100% OWNER-OCCUPIED or occupied by an owner related party or entity. No portion of the property can be rented.
12	<input type="checkbox"/> Used <u>exclusively as a residential COOPERATIVE</u> or CONDOMINIUM with no commercial component. PLEASE NOTE: ALL CO-OPS MUST SUBMIT THE MOST RECENT COPY OF THEIR SCHEDULE "A" (ALLOCATION OF SHARES) WITH THIS FILING.
13	<input type="checkbox"/> Properties that were UNDER CONSTRUCTION AND NOT LEASED in 2008.
14	<input type="checkbox"/> Properties that were PURCHASED BY CURRENT OWNER in 2008 or 2009.

IF YOU CAN CHECK ANY BOXES 15 THROUGH 18 YOU ARE REQUIRED TO FILE THE ASIE GENERAL AND THE ASIE INCOME AND EXPENSE FORM ONLY. COMPLETE AND SIGN ASIE GENERAL AND COMPLETE THE ASIE INCOME AND EXPENSE FORM. FILE THE BLUE AND GREY FORMS ONLY.

15	<input type="checkbox"/> 4 to 6 FAMILY APARTMENTS without elevators (residential only). NO COMMERCIAL UNITS.
16	<input type="checkbox"/> MULTIPLE USE BUILDINGS (6 units and under) with dwelling attached or apartment above <u>with no more than 2 commercial units.</u>
17	<input type="checkbox"/> CONVERTED RESIDENCE where the use is primarily non-residential.
18	<input type="checkbox"/> COMMERCIAL RENT PRODUCING PROPERTY WITH 4 TENANTS OR LESS.

IF YOU CAN NOT CHECK ANY OF THE ABOVE BOXES, CHECK BOX BELOW AND FILE THE ASIE- GENERAL, ASIE-INCOME & EXPENSE AND THE RESIDENTIAL AND/OR COMMERCIAL TENANT INVENTORY. FILE THE BLUE, GREY AND TAN FORMS.

19	<input type="checkbox"/> CHECK HERE IF YOUR PROPERTY IS NOT DESCRIBED ABOVE AND COMPLETE AND RETURN <u>ALL</u> APPROPRIATE FORMS.
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SECTION D - PROPERTY DESCRIPTION AND USE

20	TOTAL NUMBER OF UNITS	21	NUMBER OF RESIDENTIAL UNITS	22	NUMBER OF COMMERCIAL UNITS	23	TOTAL BUILDING GROSS AREA	24	LOT SIZE OR ACREAGE	25	TOTAL NUMBER OF BUILDINGS/ NUMBER OF STORIES

CHECK THE APPROPRIATE BOX TO DESCRIBE THE USE OF YOUR PROPERTY. YOU MAY CHECK MORE THAN ONE BOX PER FLOOR.

OUTDOOR SPACE	BASEMENT	1ST FLOOR	2ND FLOOR	3RD FLOOR	ABOVE
<input type="checkbox"/> NONE <input type="checkbox"/> PARKING LOT <input type="checkbox"/> SHARED PARKING <input type="checkbox"/> GARAGE <input type="checkbox"/> COMMON AREA <input type="checkbox"/> OUTDOOR STORAGE <input type="checkbox"/> OTHER (DETAIL BELOW)	<input type="checkbox"/> NONE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FULL <input type="checkbox"/> STORAGE <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> RETAIL <input type="checkbox"/> OFFICE <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> GARAGE <input type="checkbox"/> OTHER (DETAIL BELOW)	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> RETAIL <input type="checkbox"/> OFFICE <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> GARAGE <input type="checkbox"/> OTHER (DETAIL BELOW)	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> RETAIL <input type="checkbox"/> OFFICE <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> GARAGE <input type="checkbox"/> OTHER (DETAIL BELOW)	<input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> RETAIL <input type="checkbox"/> OFFICE <input type="checkbox"/> INDUSTRIAL <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> GARAGE <input type="checkbox"/> OTHER (DETAIL BELOW)

SECTION E - PROPERTY LEASE INFORMATION

IS YOUR PROPERTY SUBJECT TO A LEASE? NO <input type="checkbox"/> YES <input type="checkbox"/> - IF YES, CHECK APPROPRIATE BOX BELOW					
	WHO PAYS FOR:				
LEASE TYPE	UTILITIES	PROPERTY TAXES	INSURANCE	PROPERTY MAINTENANCE	STRUCTURAL REPAIRS
<input type="checkbox"/> GROSS	OWNER	OWNER	OWNER	OWNER	OWNER
<input type="checkbox"/> SINGLE NET	TENANT	TENANT OR LANDLORD PAYS ONE OR OTHER		OWNER	OWNER
<input type="checkbox"/> DOUBLE NET	TENANT	TENANT	TENANT	OWNER	OWNER
<input type="checkbox"/> TRIPLE NET	TENANT	TENANT	TENANT	TENANT	OWNER
<input type="checkbox"/> ABSOLUTE NET	TENANT	TENANT	TENANT	TENANT	TENANT
<input type="checkbox"/> GROUND LEASE	A LEASE OF VACANT LAND, OR LAND EXCLUSIVE OF THE BUILDING(S) ON IT. INDICATE THE GROUND RENT AND ANY EXPENSES PAID BY THE OWNER ON THE ASIE INCOME AND EXPENSE FORM, LINE 15				

SECTION F - MORTGAGE INFORMATION (WITHIN LAST 5 YEARS)

PROVIDE INFORMATION ON ANY MORTGAGE PLACED ON THE PROPERTY WITHIN THE LAST 5 YEARS. INCLUDE THE TOTAL AMOUNT OF THE LOAN, DATE OF THE LOAN, TERM IN YEARS, INTEREST RATE, PAYMENT, (INCLUDING PRINCIPLE AND INTEREST) AND THE FREQUENCY OF PAYMENTS (MONTHLY OR YEARLY).					
LOAN AMOUNT	LOAN DATE	TERM	INTEREST RATE %	PAYMENT (P&I)	PAYMENT FREQUENCY
				\$	

SECTION G - SALES INFORMATION (WITHIN LAST 5 YEARS)

WAS THE PROPERTY ACQUIRED IN AN ARMS-LENGTH TRANSACTION WITHIN THE LAST 5 YEARS? YES <input type="checkbox"/> NO <input type="checkbox"/> AN ARM'S LENGTH TRANSACTION IS A LEGAL TERM MEANING NO SPECIAL RELATIONSHIP EXISTED BETWEEN THE BUYER AND SELLER WHICH WOULD IMPACT ON THE VALIDITY OF THE SALE.	
MONTH AND YEAR OF SALE _____ / _____ PURCHASE PRICE \$ _____	CHECK BELOW IF SALE INCLUDES ANY OF THE FOLLOWING <input type="checkbox"/> FURNITURE, FIXTURES & EQUIPMENT <input type="checkbox"/> INVENTORY <input type="checkbox"/> STOCK SHARES <input type="checkbox"/> BUSINESS <input type="checkbox"/> OTHER REAL ESTATE

SECTION H - MAJOR CAPITAL IMPROVEMENTS (WITHIN LAST 5 YEARS)

A CAPITAL IMPROVEMENT IS A PHYSICAL ALTERATION, RENOVATION, REHABILITATION, REMODELING, CONVERSION, ADDITION OR EXTENSION WHICH WILL ENHANCE THE REAL PROPERTY.		
IMPROVEMENTS	DATE	COST / LIFE

SECTION I - CONTAMINATION (DOCUMENTATION MUST BE ATTACHED)

HAS YOUR PROPERTY BEEN DOCUMENTED AS CONTAMINATED? YES <input type="checkbox"/> NO <input type="checkbox"/>	
_____ DATE / TYPE	_____ ISSUING AUTHORITY

SECTION J - CERTIFICATION (MANDATORY)

I certify, under penalty of perjury, that the information contained within this form and the attached Income and Expense Statement is accurate and truthful. You must sign below to complete certification.

_____ SIGNATURE (REQUIRED)	_____ NAME (PLEASE PRINT)	_____ DATE
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